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DEPARTMENT OF
FINANCE

CITY OF SACRAMENTO
CALIFORNIA

CITY HALL
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SACRAMENTO, CA
95814-2696

BUDGET DIVISION

September 20, 1989
FA:89142:KN:KMF

916-449-5845

Budget and Finance Committee
Sacramento, California

Honorable Members in Session:

Subject: 1989-90 General Fund Administrative Contingency Status
Report (1st Quarter)

SUMMARY

This report provides a status report on the General Fund Administrative Contingency. It is estimated that the administrative contingency will end the first quarter (7-1-89 to 9-30-89) with a balance of \$847,485. It is recommended that funding requests from contingency be limited to expenditures that can not be deferred. Funding for new programs and expansion of existing programs are recommended to be deferred until Midyear.

BACKGROUND

The Administrative Contingency is established to fund expenditures that are not anticipated during the budget adoption process. The use of the contingency has varied over the past years. Uses have included: funding Capital Project overruns; special consultant studies, special election costs, funding for community agencies requests, and funding new or expansion of existing programs.

An additional use of the contingency for the 1989-90, is the restoration of a portion of the 1989-90 General Fund Budget reductions. A priority that was established by the City Council, Budget and Finance Committee and the City Manager during the 1989-90 budget hearings was the restoration of \$2.6 million in budget reductions which included the elimination of 13 positions. These positions and the various reductions are included on Attachment I.

FINANCIAL

The 1989-90 General Fund Administrative Contingency began the year with a balance of \$991,000. It is estimated that transfers from contingency will total \$143,515 for the first quarter (see Attachment II).

POLICY CONSIDERATION

A policy consideration is deferring the funding approval for new programs or expansion of existing programs until Midyear. These programs can then be prioritized with the restoration of the \$2.6 million in General Fund reductions against available resources.

The restoration of the \$2.6 million in General Fund reductions is a priority with the City Council and City Manager. As additional resources become available the first priority is to restore the positions that were eliminated.

MBE/WBE

N/A

RECOMMENDATION

This report is submitted for Committee consideration. It is recommended that the following guidelines be established for General Fund Administrative Contingency expenditures:

1. Expenditures from contingency be limited to those costs that are unavoidable and cannot be deferred.
2. Requests for funding for new programs or expansion of existing programs be reviewed by committee and council for conceptual approval but implementation and funding approval be deferred to Midyear.
3. The restoration of the \$2.6 million in General Fund reductions be reviewed with the funding for new and expansion of existing programs at Midyear.

Respectfully submitted,



KEN NISHIMOTO
Budget Manager

RECOMMENDATION APPROVED:



JACK R. CRIST
Deputy City Manager

PROPOSED BUDGET

GENERAL FUND ADJUSTMENTS

CITY OF SACRAMENTO
RECOMMENDED REDUCTIONS

TITLE	FTE	NET REDUCTION
Mayor/Council		
Services & Supplies	0.00	\$12,450
Typist Clerk	1.00	31,873
	<u>1.00</u>	<u>44,323</u>
Subtotal Mayor/Council	1.00	\$44,323
City Manager		
Services & Supplies	0.00	\$53,550
	<u>0.00</u>	<u>53,550</u>
Subtotal City Manager	0.00	\$53,550
City Attorney		
Outside Legal Services	0.00	\$102,154
Graduate Legal Assistant	0.48	18,965
	<u>.48</u>	<u>121,119</u>
Subtotal City Attorney	.48	\$121,119
Clerk		
Typist Clerk II	1.00	\$27,000
	<u>1.00</u>	<u>27,000</u>
Subtotal City Clerk	1.00	27,000
Finance		
Service & Supplies	0.00	\$72,700
Account Clerk I	1.00	24,800
Code Enforcement Officer	1.00	36,182
Down Grade Acct/Aud I to Account Clerk	0.00	5,796
Down Grade Acct/Aud III to Acct/Aud I	0.00	19,253
	<u>2.00</u>	<u>158,731</u>
Subtotal Finance	2.00	\$158,731
Data Management		
Micro Testing & Services & Services & Supplies	0.00	\$14,400
Hardware, Software, Equipment inc. PC Interface	0.00	66,080
Work Stations	0.00	33,806
Fundamental Training - Operations & Micro Workshops	0.00	11,800
Additional Salary Savings	0.00	48,072
Laser Printer - Backup	0.00	31,800
	<u>0.00</u>	<u>205,958</u>
Subtotal Data Management	0.00	\$205,958

ROPOSED BUDGET

GENERAL FUND ADJUSTMENTS

Personnel

Services & Supplies	0.00	\$18,145
0.50 Typist Clerk	0.50	14,327
Transfer Non-Retirement related Med. Costs to Risk Mgmt	0.00	65,572
Reduce Overtime Budget	0.00	1,000
	<u> </u>	<u> </u>
Subtotal Personnel	0.50	\$99,044

General Services

Services & Supplies	0.00	\$116,000
	<u> </u>	<u> </u>
Subtotal General Services	0.00	\$116,000

Public Works

Services & Supplies	0.00	\$230,000
Micro Specialist	1.00	43,981
Student Trainee & Board Members	1.62	11,501
Administrative Trainee	1.00	33,772
Admin. Assistant I	1.00	43,831
	<u> </u>	<u> </u>
Subtotal Public Works	4.62	\$363,085

Planning & Development

Consultant Studies	0.00	\$196,350
Economic Dev. Specialist	1.00	47,713
Services and Supplies	0.00	2,000
	<u> </u>	<u> </u>
Subtotal Planning and Development	1.00	\$246,063

Library

Minimum staffing at branch libraries (8 FTE vacant)	0.00	\$250,000
	<u> </u>	<u> </u>
Subtotal Library	0.00	\$250,000

Parks & Community Services

Services & Supplies	0.00	\$121,250
Landscape & Arch. Tech.	1.00	40,914
Account Clerk II	1.00	33,260
Recreation Supervisor	1.00	46,950
Recreation Supervisor	1.00	43,500
	<u> </u>	<u> </u>
Subtotal Parks & Comm. Services	4.00	\$285,874

PROPOSED BUDGET

GENERAL FUND ADJUSTMENTS

Management Positions:

Leave 9.00 FTE management positions vacant entire year

0.00 \$689,000

Subtotal Management Positions

0.00 \$689,000

TOTAL

14.60 \$2,659,747

	Description	Amount	Balance	Authoriz
	1989-90 Beginning Balance		991,000	
1	Fire Station Remodel Actuals higher than estimates	-25,200	965,800	Council
2	Purchasing Council - Request per Councilmember Serna	-20,000	945,800	Manager
3	Parks & Community Services North Area Field Office-Lease space	-40,459	905,341	Council
4	Final Payment Parkway Aquisition Payment was omitted in error from the 1989-90 CIP	-114,000	791,341	Pending
5	Reimbursement Maint. K St Mall SHRA	56,144	847,485	Pending
	Total	-143,515	847,485	